**Continuation of Spreadsheet Assignment**

**Save this as: Spreadsheet Assignment part 2**

**Widgets Products**

1. Open your spreadsheet assignment

2. Insert a new column between Quantity and Total Price

3. Label this column as Price as of 2011

4. Add another column at the end labeled Total Price as of 2011

5. Enter a formula that first calculates an increase in price of 5% and then add it to the original price

=(C4\*.05)+C4

6. Copy this formula down the column

7. Calculate the new total price using the new price times the quantity

**Kringle Toys**

1. Label a column at the end as Average for year

2. Click on the *fx* button and select AVERAGE and click OK

3. Highlight only the quarters for Jones and press enter

4. Copy the formula down for the rest of the sales reps

5. Highlight all the names, hold down the ctrl button and highlight all the numbers for Qtr 1 – 4 for each person and highlight the average for each person

6. Click on Insert and choose a bar graph

**Cookie Sales**

1. Insert 5 new rows above the Total row and add 5 different types of cookies that are usually baked at Christmas time, your choice

2. Enter amounts into all three quarters; however, some of the quarters may not have anything as these cookies are more prevalent at Christmas. Qtr 4 should have the highest numbers in them. Put zeros in if there was no activity in the quarter.

3. Select the names of the cookies and the information from all 4 quarters

4. Insert a bar chart and choose a pyramid design

5. Add 2 columns at the end, one column titled Max Cookies and the other Min Cookies

6. Click in the first cell under the title Max Cookies

7. Click on the *fx* button and choose the Max option

8. Once you have the max option make sure that cells b3 to e3 are selected (or whatever cell have the first information in)

9. Copy the formula down for the rest of the cookies

10. Repeat this step for the last column only this time choose the Min option